

Staff Summary Report



Council Meeting Date:

5/20/2010

Agenda Item Number: _____

SUBJECT: Request approval to award a one-year contract with four, one-year renewal options to Precision Graphics for the purchase of employee uniforms and miscellaneous clothing items for use by all City departments.

DOCUMENT NAME: 20100520fslg09 PURCHASES (1004-01)

COMMENTS: (RFP #10-058) Total cost of this contract shall not exceed \$120,000 during the initial one-year contract period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Michael Greene, C.P.M., Central Services Administrator, 480-350-8516
John Osgood, Acting Public Works Manager, 480-350-8949
Mark Richwine, Parks and Recreation Manager, 480-350-5325

LEGAL REVIEW BY: David Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-8505

FISCAL NOTE: Sufficient funds have been appropriated in various citywide cost centers within the General Fund, Performing Arts Fund, Solid Waste Fund, Water/Wastewater Fund, Highway User Revenue Fund, Transit Fund, Golf Fund, Rio Salado Fund, and Cemetery Fund for the anticipated expenditures during the current fiscal year.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: Background Information

The City of Tempe issued a Request for Proposal (RFP) to establish a contract for the supply of employee uniforms and miscellaneous clothing items for newly hired employees and uniforms obtained through the City's annual replacement program for employee uniforms.

Evaluation Process

Six responses were received and scored by a committee composed of Public Works, Parks and Recreations and Financial Services staff.

The scoring criteria included the following:

- Quality of clothing proposed; conformance to specifications; warranty
- Pricing
- Qualifications of firm and key personnel; facility location and ability to offer local support
- Delivery time
- References; experience with City
- Completeness of proposal; acceptance of terms and conditions

The committee score the proposals as follows:

Firm	Pricing	Score
Precision Graphics	\$42,477.08	162.22
BC Graphics	\$52,375.12	141.16
Uniforms Manufacturing	\$32,591.10	127.00

International Corporate Apparel	\$36,732.74	122.26
East Valley Uniforms	\$37,714.78	101.30
Riverhead Apparels	\$39,046.50	83.04

Precision Graphics offers high quality clothing, shortest delivery time, no minimum order value, and has a facility within two miles of most City facilities, justifying the slightly higher total cost for employee uniforms. It is the recommendation of the committee to award a contract to Precision Graphics, the overall high scorer.